1  Purpose

1.1  To ask Members to agree an annual work programme for the Select Committee. The process for setting, monitoring, managing and delivering the work programme is outlined at Appendix A.

2.  Summary

2.1  This report:

1)  Informs Members of (a) the meeting dates agreed for this municipal year and (b) the Select Committee’s terms of reference.
2)  Provides the context for setting the Select Committee’s work programme and updates Members on the 2009/10 work programme and any outstanding issues.
3)  Provides a provisional work programme for 2010/11 based on (a) items that the Select Committee is required to consider by virtue of its terms of reference; (b) items outstanding from the previous year; (c) the need to follow up previous reviews; and (d) items that senior officers feel are important for the Committee to scrutinise.
4)  Invites Members to discuss and agree a provisional work programme and suggest additional items based on best practice criteria for selecting topics for scrutiny.
5)  Informs Members of the process for Business Panel approval of the annual work programme.
6)  Outlines how the work programme will be monitored and developed going forward.

3  Recommendations

3.1  The Select Committee is asked to:

3.1.1  Note the meeting dates and terms of reference for the Sustainable Development Select Committee.
3.1.2  Consider the items provisionally scheduled for the work programme, as listed in Appendix D.
3.1.3  Consider adding additional items to the work programme, taking into consideration the criteria for selecting topics (paragraphs 9.4 to 9.5); the context (Appendix B); and suggestions already put forward (paragraphs 8.3 to 8.5).
3.1.4 Note the Council’s Forward Plan and Key Decisions programmed for the next four months, attached at Appendix F, and consider if any programmed decisions require scrutiny.

3.1.5 Agree a work programme for the municipal year 2010/11 to be submitted to the Overview and Scrutiny Business Panel for agreement.

3.1.6 Note how the work programme will be developed and monitored over the coming year.

4 Meeting dates and terms of reference

4.1 The following meeting dates for the Committee for the next municipal year were agreed at the Council AGM on 26 May 2010:

- 7 July 2010
- 14 September 2010
- 27 October 2010
- 18 November 2010
- 25 January 2011
- 16 March 2011

4.2 The terms of reference for the Select Committee are attached at Appendix C.

5 Context

5.1 The Committee is asked to devise an annual work programme which gives regard to the Council’s overarching vision, shared with the Local Strategic Partnership (LSP): ‘Together we will make Lewisham the best place in London to live, work and learn’.

5.2 The provisional work programme attached at Appendix D and the suggestions put forward aim to support this vision and link to the following priorities and aims of the Sustainable Community Strategy:

- **Clean, green and liveable:** where people live in high quality housing and can care for and enjoy their environment
- **Dynamic and prosperous:** where people are part of vibrant communities and town centres, well connected to London and beyond

5.3 The work programme also aims to support the following corporate priorities in particular:

- **Clean, green and liveable:** improving environmental management, the cleanliness and care for roads and pavements, and promoting a sustainable environment.
- **Strengthening the local economy:** gaining resources to regenerate key localities, strengthen employment skills and promote public transport.
- **Active, healthy citizens:** leisure, sporting, learning and creative activities for everyone
5.4 The contextual background to the key issues within the remit of the Committee are laid out in Appendix B.

6 Update on 2009/10 work programme

6.1 The work programme for 2009/10 has been completed, with the exception of the Street Trees Survey, Regeneration Strategy and the BSF Scrutiny follow-up. These items have been provisionally incorporated in to the work programme for this municipal year (see Appendix D).

7 Provisional 2010/11 work programme

7.1 The provisional work programme attached at Appendix D details:

- any items outstanding from the previous year’s work programme that the Committee may want to examine.
- updates on previous reviews undertaken by the Committee.
- items considered essential by senior officers (for example due to upcoming service developments).

7.2 It is up to the Committee to decide on how best to improve and adjust its provisional work programme and decide which additional items should be added or removed.

8 Further items for consideration

8.1 There is some capacity for adding additional items to the provisional work programme. When considering adding additional items, Members are asked to have regard to the following:

- There is an optimum capacity of five substantive items per meeting.
- One of these items is a regular discussion on the Committee Work Programme (labelled SDSC Work Programme). This item is provisionally scheduled for the end of each meeting and allows Members to discuss what information should be included in the following meetings reports and reviews. This will assist officers to tailor their reports to the wishes of Members.
- Those other items already included on the work programme that are either follow ups from previous reviews or items that senior officers feel are important for the Committee to scrutinise
- The 27 October meeting will be dedicated to budget considerations, which leaves a total of 16 items across 4 meetings available

8.2 Considering the items already provisionally allocated to the work programme, it would seem that there is space for an additional 6 items in the work programme. This could be partially taken up by a mini in-depth review which could be spread over the following 4 meetings:

14 September 2010 – Scoping paper
13 December 2010 - Evidence Session
25 January 2011 - Consideration of draft report and formulation of recommendations
16 March 2011 - Sign off of final report.
Therefore a mini in-depth review would leave space for 2 items over the remaining meetings.

(i) **Suggestions from the Committee**

8.3 At its last meeting of the 2009/10 municipal year, the Committee put forward the following suggestions for scrutiny topics for this year:

- Street Trees Survey
- Regeneration Strategy
- BSF Follow-up
- Review of Highways and CPZs
- Beckenham Place Park

(ii) **Suggestions from officers**

8.4 A number of scrutiny topics have been suggested by officers in view of the activity that will be taking place in relevant service areas over the course of the next municipal year. A number of issues are considered to be of significant importance and these have already been provisionally slotted into the work programme attached at Appendix D.

8.5 The following are additional suggestions:

- Local Implementation Plan
- Local Economic Assessment
- Home Insulation Partnership
- Climate Change Compact
- Climate Change Strategy
- Carbon Reduction Commitment
- Waste Strategy
- Stray Dogs

9 **Deciding what to add to the provisional work programme.**

9.1 When deciding on additional items to add to the work programme, the Committee should have regard to:

- The strategic and corporate priorities of the borough
- The criteria for selecting topics (see below).
- The capacity for adding items (see paragraph 8.1 above).
- The context for setting the work programme - the key services, programmes and projects which fall within the committee’s remit; relevant performance indicators (Appendix A); and feedback from the annual residents survey and local assemblies (see Appendix A).
- Suggestions already put forward (see paragraphs 8.3 to 8.5 above).

9.2 Taking into account the context for setting the work programme and the suggestions put forward by officers and the Committee, the following issues seem to be of key importance:
<table>
<thead>
<tr>
<th>Issue</th>
<th>Review Type</th>
<th>Reason/Link to Strategic Priorities</th>
<th>Overall Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emerging Draft Local Implementation Plan</td>
<td>Information Item</td>
<td>Suggestion by officers Key strategic document Corporate priority (Clean, green and liveable; Strengthening the local economy)</td>
<td>High</td>
</tr>
<tr>
<td>Local Economic Assessment</td>
<td>Information Item</td>
<td>Suggestion by officers Key strategic document Corporate priority (Strengthening the local economy)</td>
<td>High</td>
</tr>
<tr>
<td>Home Insulation Partnership</td>
<td>Standard Review</td>
<td>Suggestion by officers Link to previous work carried out by Committee New partnership Corporate priority (Clean, green and liveable)</td>
<td>High</td>
</tr>
<tr>
<td>Climate Change Compact</td>
<td>Standard Review</td>
<td>Suggestion by officers Corporate priority (Clean, green and liveable)</td>
<td>High</td>
</tr>
<tr>
<td>Waste Strategy</td>
<td>Policy Development</td>
<td>Suggestion by officers Corporate priority (Clean, green and liveable)</td>
<td>High</td>
</tr>
<tr>
<td>Street Trees Survey</td>
<td>Standard Review</td>
<td>Suggestion by previous Committee Corporate Priority (Clean, green and liveable)</td>
<td>Medium</td>
</tr>
<tr>
<td>Climate Change Strategy</td>
<td>Information Item</td>
<td>Suggestion by officers Corporate priority (Clean, green and liveable)</td>
<td>Medium</td>
</tr>
<tr>
<td>Carbon Reduction Commitment</td>
<td>Standard Review</td>
<td>Suggestion by officers Corporate priority (Clean, green and liveable)</td>
<td>Medium</td>
</tr>
<tr>
<td>Review of Highways and CPZ</td>
<td>Standard Review</td>
<td>Suggestion by previous Committee Corporate Priority (Clean, green and liveable)</td>
<td>Low</td>
</tr>
<tr>
<td>Stray Dogs</td>
<td>Standard Review</td>
<td>Suggestion by officers Corporate priority (Clean, green and liveable)</td>
<td>Low</td>
</tr>
</tbody>
</table>

**Criteria**

9.3 The Centre for Public Scrutiny (CfPS) has developed a useful set of questions to help committees prioritise items for scrutiny work programmes. This is attached at Appendix E. The following flow chart summarises that advice and may help members decide which additional items should be added to the work programme, and their priority:
9.4 In order to maximise the potential impact of any recommendations made by the Committee, Members may wish to put forward items for the work programme which focus on (a) issues or policy areas where the Council is looking to review or change its approach and where scrutiny recommendations can influence the new direction to be taken; or (b) policy areas where there are performance risks or areas of consistent under-performance (in which case the Council should, in any event, be looking to review its approach).

10 Different types of scrutiny

10.1 It is important to agree how each work programme item will be scrutinised. Some items may only require an information report to be presented to the committee and others will require performance monitoring data to be presented. It is envisaged that the majority of items will take the form of single meeting reviews, where members (a) agree what information and analysis they wish to receive in order to achieve their desired outcomes; (b) receive a report presenting that information and analysis; and (c) agree a series of recommendations following discussion of the report. It is suggested that the Committee has space for 6 additional items. For each of these items the Committee should consider (a) what type of scrutiny is required and (b) whether the item is high or medium/low priority (using the flow chart tool if required).

10.2 Some items might be suitable for an in-depth review, where the item is scrutinised over a series of meetings. Normally this takes five meetings to complete:

- Meeting 1: Scoping paper (planning the review)
- Meetings 2 & 3: Evidence sessions
- Meeting 4: Agreeing a draft report and recommendations
- Meeting 5: Signing off the final report.

10.3 If the Committee would like to designate one of its work programme items as an in-depth review, this must be done at the first meeting of the municipal year to allow sufficient time to carry out the review. A scoping paper for the review will then be prepared for the next meeting. Given the committee is only meeting six times this year, there will only be capacity for one in-depth review this municipal year.

11 Approving the work programme

11.1 In accordance with the Overview and Scrutiny Procedure rules outlined in Part IV E of the Council’s Constitution, each scrutiny select committee is required to submit their annual work programme to the Overview and Scrutiny Business Panel. The Business Panel will meet on 27 July 2010 to consider each select committee’s work programme and agree a co-ordinated overview and scrutiny work programme, which avoids duplication of effort and which facilitates the effective conduct of business.

11.2 Following approval of the Select Committee’s work programme by the Business Panel, the Scrutiny Manager will transfer the work programme into the standard work programme project plan template.
How the work programme will be monitored and developed

12.1 The work programme is a “living document” and as such will be reviewed at each meeting of the Committee. This allows urgent items to be added to the work programme and items which are no longer a priority to be removed. Each additional item added should first be considered against the criteria outlined above. If the Committee agrees to add additional item(s) because they are high priority, it must then consider which medium/low priority item(s) should be removed in order to create sufficient capacity for the new item(s). The Committee has six scheduled meetings in the 2010/11 municipal year and the committee’s work programme needs to be achievable in terms of the amount of meeting time available.

12.2 At each meeting of the Committee there will be an item on the work programme presented by the scrutiny manager. When discussing this item, the Committee will be asked to give particular consideration to the items programmed for the next meeting. Members will be asked to outline what information and analysis they would like in the report for each item, based on the outcomes they would like to achieve, so that officers are clear on what they need to provide.

Financial Implications

13.1 There may be financial implications arising from some of the items that will be included in the 2010/11 work programme (especially reviews) and these will need to be considered when preparing those items/scoping those reviews. There is a small budget for supporting scrutiny activities where either costs cannot be contained within existing staff resources or where additional expertise is required.

Legal Implications

14.1 In accordance with the Council’s Constitution, all scrutiny select committees must devise and submit a work programme to the Business Panel at the start of each municipal year.

Equalities Implications

15.1 There may be equalities implications arising from items on the work programme and all activities undertaken by the Select Committee will need to give due consideration to this.

Background Documents

- Lewisham Council’s Constitution
- CfPS: The Good Scrutiny Guide – a pocket guide for public scrutineers
- Lewisham CAA Report 2009
- Lewisham Management Report April 2010
- Lewisham LAA
- Lewisham Local Assemblies Annual Report 2009/10
Appendices

Appendix A - Work Programme: Setting, monitoring, managing and delivering
Appendix B – Context
Appendix C – Committee’s terms of reference
Appendix D – Provisional work programme
Appendix E – CfPS criteria for selecting scrutiny topics
Appendix F – Forward Plan
Appendix A

Work Programme: Setting, monitoring, managing and delivering

Setting

1 Identify Context
   - Terms of Reference
   - Current performance
   - Views of residents

2 Suggestions for scrutiny
   - Committee members
   - Officers
   - Partner agencies
   - Members of the Public
   - Mayor and Cabinet

3 Identify Capacity
   - Number of meetings
   - Officers support
   - "Standing Items" - e.g. Health Service variations/Budget scrutiny

4 Prioritisation Process
   - High priority
   - Low priority

5 Select Committee annual work programme created
   - Single meeting reviews
   - In depth reviews
   - Information items
   - Performance Monitoring

6 Delivering
   - Committee meetings

Before
   - Officer/Member balance
   - Background research
   - Publication of papers
   - Site visits
   - Draft questions, prepared

During
   - Questioning
   - Recommendations agreed
   - Referrals agreed
   - Work programme monitored
   - Details required at next meeting agreed

After
   - Minutes adopted
   - Referrals forwarded
   - Agreed actions followed up

Managing
   - Urgent Items (High priority)
   - Low priority
Appendix B

Context

The corporate priorities that the Committee aims to support have been laid out in the main body of the report, and the following paragraphs provide some background information on relevant council performance and feedback from residents, to support members in their planning of the work programme for 2010/11.

Performance Indicators

Lewisham’s Local Area Agreement (LAA) has been designed to help Lewisham tackle the challenges identified in the Sustainable Community Strategy *Shaping our future*. The LAA includes 35 designated indicators and an additional 18 local indicators (all taken from a list of 198 national indicators), that the Lewisham Strategic Partnership (LSP) has to meet.¹ The Council is actually obliged to report on performance against all 198 national indicators and the Council’s monthly management reports provide a summary of performance against a large number of these indicators².

According to the latest management report (April 2010), the Council’s current performance against the indicators falling within the remit of this committee is as follows:

- Rectify Street Lights-non-DNO (BV215a.05) - ahead of target
- Percentage of fly tip removal jobs completed within 1 day (LPI079) - ahead of target
- Percentage of recycling bins collected on time (LPI080) - ahead of target
- Percentage of noise nuisance complaints receiving a visit within 45 minutes, if necessary (LPI720) - not on track but direction of travel is improving
- Percentage of graffiti removal jobs completed in 1 day (LPI752) - ahead of target
- Residual household waste per household (KG) (NI191) - no data available yet
- Percentage of household waste sent for reuse, recycling and composting (NI192) - no data available yet
- Percentage of municipal waste land filled (NI193) - no data available yet
- Overall employment rate (working age) (NI151) - no data available yet
- Working age people on out of work benefits (NI152) – ahead of target
- Working age people claiming out of work benefits in worst performing neighbourhoods (NI153) – no data available yet

The April 2010 management report also indicates that the following projects and programmes relevant to the committee’s remit are on track, with risks falling into the following categories:

---

¹ See: [http://www.idea.gov.uk/idk/aio/9656697](http://www.idea.gov.uk/idk/aio/9656697)
Feedback from Annual Residents Survey

The 2009 Annual Resident Survey has highlighted the following issues, all within the Committee’s remit, that are of concern to residents:

- Traffic congestion (29%, up 5% from 2007/08)
- Lack of jobs (27%, up 13% from 2007/08)
- Litter (20%, up 1% from 2007/08)
- Pollution (15%, down 2% from 2007/08)
- Public transport (10%, down 1% from 2007/08)

The following areas within the Committee’s terms of reference received some of the highest satisfaction rates among residents:

- Refuse collection (75%, down 1% from 2007/08)
- Parks and open spaces (65%, down 1% from 2007/08)
- Street cleaning (62%, down 1% from 2007/08)
- Street lighting (62%, down 2% from 2007/08)

Feedback from Local Assemblies

The Local Assemblies Annual Report 2009/10 highlights a number of issues that residents have identified as being important to them. The table below lists the issues raised at assembly meetings which are relevant to the Committee’s remit, and the number of local assemblies that have identified them.

<table>
<thead>
<tr>
<th>Issue of Concern</th>
<th>Number of Local Assemblies this has been raised in</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environment (Rubbish/Flytipping)</td>
<td>16</td>
</tr>
<tr>
<td>Traffic</td>
<td>8</td>
</tr>
<tr>
<td>Parking (incl CPZ)</td>
<td>4</td>
</tr>
<tr>
<td>Local shops (incl empty shops)</td>
<td>4</td>
</tr>
<tr>
<td>Streetscape</td>
<td>3</td>
</tr>
<tr>
<td>Preserving/improving green spaces</td>
<td>2</td>
</tr>
<tr>
<td>Planning</td>
<td>1</td>
</tr>
<tr>
<td>Transport improvements</td>
<td>1</td>
</tr>
</tbody>
</table>

CAA

The Council underwent a Comprehensive Area Assessment (CAA) in 2009. The CAA has replaced the Comprehensive Performance Assessment (CPA) as the principal performance assessment framework for the Council and it is comprised of two elements. The first of these is an area assessment (which focuses on how the Council works with its partners to optimise outcomes) and the second is an organisational assessment (which focuses on the Council’s own performance). The organisational assessment is made up of two sub strands which are use of resources and managing performance.
The principal findings of the area and organisational assessments relevant to the remit of this committee are as follows:

The Council sees success as: clean, safe, well-lit streets; a protected and well managed environment; and a sustainable environment.

The Council is performing well against this priority and resident satisfaction has improved. The Council’s ‘Love Lewisham’ initiative has led to reductions in fly-tipping, graffiti, potential arson and dumped rubbish. The amount of household waste going to landfill is low (8 per cent in 2008/9) due to the use of a local incinerator. The Council improved its composting and recycling rates (21 per cent) although these are still below London averages. The Council also has 10 parks and open spaces which have been awarded green flags to recognise their high quality and is continuing to improve more sites.

The Place Survey 2008 showed residents were more satisfied with litter clearance (61 per cent); refuse collection (82 per cent); doorstep recycling (69 per cent); and parks and open spaces (73 per cent) than London as a whole.

The Council is reducing its impact on the environment in most areas. Lewisham Council meets all its electricity needs from renewable sources saving CO2. It reduced its use of water, fuel, electricity and paper but gas use rose over the last year. The Council has well developed and ambitious targets to reduce energy costs by £2.7m and CO2 emissions by 50 per cent by 2015. An agreement with Croydon council will fund more environmentally sustainable street lights across the two boroughs over the next five years.

The Council has begun helping residents make their homes more energy-efficient, leading to some measurable reductions in energy use and costs.
Appendix C

The following roles are common to all select committees:

(a) General functions

- To review and scrutinise decisions made and actions taken in relation to executive and non-executive functions
- To make reports and recommendations to the Council or the executive, arising out of such review and scrutiny in relation to any executive or non-executive function
- To make reports or recommendations to the Council and/or Executive in relation to matters affecting the area or its residents
- The right to require the attendance of members and officers to answer questions includes a right to require a member to attend to answer questions on up and coming decisions

(b) Policy development

- To assist the executive in matters of policy development by in depth analysis of strategic policy issues facing the Council for report and/or recommendation to the Executive or Council or committee as appropriate
- To conduct research, community and/or other consultation in the analysis of policy options available to the Council
- To liaise with other public organisations operating in the borough – both national, regional and local, to ensure that the interests of local people are enhanced by collaborative working in policy development wherever possible

(c) Scrutiny

- To scrutinise the decisions made by and the performance of the Executive and other committees and Council officers both in relation to individual decisions made and over time
- To scrutinise previous performance of the Council in relation to its policy objectives/performance targets and/or particular service areas
- To question members of the Executive or appropriate committees and executive directors personally about decisions
- To question members of the Executive or appropriate committees and executive directors in relation to previous performance whether generally in comparison with service plans and targets over time or in relation to particular initiatives which have been implemented
• To scrutinise the performance of other public bodies in the borough and to invite them to make reports to and/or address the select committee/Business Panel and local people about their activities and performance

• To question and gather evidence from any person outside the Council (with their consent)

• To make recommendations to the Executive or appropriate committee and/or Council arising from the outcome of the scrutiny process

(d) **Community representation**

• To promote and put into effect closer links between overview and scrutiny members and the local community

• To encourage and stimulate an enhanced community representative role for overview and scrutiny members including enhanced methods of consultation with local people

• To liaise with the Council’s ward assemblies so that the local community might participate in the democratic process and where it considers it appropriate to seek the views of the ward assemblies on matters that affect or are likely to affect the local areas, including accepting items for the agenda of the appropriate select committee from ward assemblies.

• To keep the Council’s local ward assemblies under review and to make recommendations to the Executive and/or Council as to how participation in the democratic process by local people can be enhanced

• To receive petitions, deputations and representations from local people and other stakeholders about areas of concern within their overview and scrutiny remit, to refer them to the Executive, appropriate committee or officer for action, with a recommendation or report if the committee considers that necessary

• To consider any referral within their remit referred to it by a member under the Councillor Call for Action, and if they consider it appropriate to scrutinise decisions and/or actions taken in relation to that matter, and/or make recommendations/report to the Executive (for executive matters) or the Council (non-executive matters)

(e) **Finance**

• To exercise overall responsibility for finances made available to it for use in the performance of its overview and scrutiny function.

(f) **Work programme**
As far as possible to draw up a draft annual work programme in each municipal year for consideration by the overview and scrutiny Business Panel. Once approved by the Business Panel, the relevant select committee will implement the programme during that municipal year. Nothing in this arrangement inhibits the right of every member of a select committee (or the Business Panel) to place an item on the agenda of that select committee (or Business Panel respectively) for discussion.

The Council and the Executive will also be able to request that the overview and scrutiny select committee research and/or report on matters of concern and the select committee will consider whether the work can be carried out as requested. If it can be accommodated, the select committee will perform it. If the committee has reservations about performing the requested work, it will refer the matter to the Business Panel for decision.

The following roles are specific to the Sustainable Development Select Committee:

(a) To exercise all the functions and roles of the overview and scrutiny committee in relation to the following matters:
- to examine issues relating to the protection of the environment including 'green' issues such as the conservation of natural resources, energy efficiency and conservation and/or the reduction of all types of pollution and make recommendations to the Mayor and Cabinet as appropriate;
- to comment and consult on and make recommendations to the Mayor and Cabinet in relation to the following:
  i. sustainable development, economic development, business support, employment and training;
  ii. the formulation of the Council's planning policies, (including the preparation of the Council's Local Development Framework and other local plans for the use and development of land, but excluding planning control and building control functions);
  iii. highways, parking, traffic and transport, urban regeneration and housing;
  iv. public health and the environment including waste disposal, environmental health, street and market trading (but not the granting of licences and related matters);
  v. public protection, refuse collection and disposal, street cleaning, consumer protection, cemeteries and crematoria; generally to examine the performance of the Mayor and Cabinet in relation to these matters.

(b) to make proposals to the Executive to promote equality of opportunity within the borough, including issues of discrimination based on race, ethnic origin, gender, disability, sexuality, age and/or class;
(c) to recommend to the Executive, the Council or an appropriate committee proposals for policy development in relation to equalities issues;

(d) to analyse policy options as necessary to inform the proposals to be made to the Executive or other appropriate committee;

(e) to advise the Executive or other committee on all matters relating to equality of opportunity both in terms of policy, service provision, employment and/or access to public services;

(i) to enhance and develop existing and innovative consultative and/or advisory work for equality of opportunity and to consider issues of inequality and discrimination across the borough;

(j) to consider and recommend to the Executive, ways in which participation by disadvantaged and under-represented sections of the community might be more effectively involved in the democratic processes of local government;

(k) to pilot methods of consultation and involvement and to report back to the Executive or appropriate committee on their effectiveness with recommendation if appropriate;

(l) to establish links with and liaise with external organisations in the borough which are concerned with the promotion of equality of opportunity.
# Appendix D

## Provisional Work Programme 2010-11

<table>
<thead>
<tr>
<th>Agenda Item</th>
<th>Review Type</th>
<th>Link to Corporate Priority</th>
<th>Priority</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Date of Meeting: Wednesday 7 July</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Confirmation of Chair and Vice-Chair</td>
<td>Constitutional requirement</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2. Introduction to Directorates</td>
<td>Information item</td>
<td>-</td>
<td>Medium</td>
</tr>
<tr>
<td>3. 2010/11 SDSC Work Programme</td>
<td>Constitutional requirement</td>
<td>-</td>
<td>High</td>
</tr>
<tr>
<td><strong>Date of Meeting: Tuesday 14 September</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Street Traders Review Response</td>
<td>In depth review response</td>
<td>CP 5</td>
<td>High</td>
</tr>
<tr>
<td>2. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4. Emerging Draft Local Implementation Plan</td>
<td>Standard review</td>
<td>CP 3, 5</td>
<td>High</td>
</tr>
<tr>
<td>5. SDSC Work Programme</td>
<td>Information item</td>
<td>-</td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Date of Meeting: Wednesday 27 October</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Revenue Budget Savings Proposals 2011/12</td>
<td>Standard review</td>
<td>CP 10</td>
<td>High</td>
</tr>
<tr>
<td>2. SSCSC Work Programme</td>
<td>Information item</td>
<td>-</td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Date of Meeting: Monday 13 December</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Home Insulation Review Response</td>
<td>In depth review response</td>
<td>CP 3</td>
<td>High</td>
</tr>
<tr>
<td>2. Climate Change Strategy Update</td>
<td>Standard review</td>
<td>CP 3</td>
<td>Medium</td>
</tr>
<tr>
<td>3. Home Insulation Partnership and Climate Change Compact</td>
<td>Standard review</td>
<td>CP 3, 10</td>
<td>Medium</td>
</tr>
<tr>
<td>4. Local Economic Assessment</td>
<td>Information item</td>
<td>CP 5</td>
<td>High</td>
</tr>
<tr>
<td>5. SSCSC Work Programme</td>
<td>Information item</td>
<td>-</td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Date of Meeting: Tuesday 25 January</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Waste Strategy</td>
<td>Policy Development</td>
<td>CP 3</td>
<td>High</td>
</tr>
<tr>
<td>2. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4. Carbon Reduction Commitment</td>
<td>Standard review</td>
<td>CP 3, 10</td>
<td>Medium</td>
</tr>
<tr>
<td>5. SSCSC Work Programme</td>
<td>Information item</td>
<td>-</td>
<td>Medium</td>
</tr>
<tr>
<td><strong>Date of Meeting: Wednesday 16 March</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Sustainable Development/Economic Development and Enterprise Partnership</td>
<td>Performance monitoring</td>
<td>CP 3, 5, 10</td>
<td>Medium</td>
</tr>
<tr>
<td>2. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3. Space for additional item</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>4. Street Trees Survey</td>
<td>Standard review</td>
<td>CP 3</td>
<td>Medium</td>
</tr>
<tr>
<td>5. SSCSC Work Programme Report)</td>
<td>In-depth review follow-up</td>
<td>-</td>
<td>Medium</td>
</tr>
</tbody>
</table>
Key to Corporate Priorities

CP 1: Community Leadership and Empowerment: developing opportunities for the active participation and engagement of people in the life of the community.

CP 2: Young people’s achievement and involvement: raising educational attainment and improving facilities for young people through partnership working.

CP 3: Clean, green and liveable: improving environmental management, the cleanliness and care for roads and pavements, and promoting a sustainable environment.

CP 4: Safety, security and a visible presence: partnership working with the police and others to further reduce crime levels and using Council powers to combat anti-social behaviour.

CP 5: Strengthening the local economy: gaining resources to regenerate key localities, strengthen employment skills and promote public transport.

CP 6: Decent Homes for all: investment in social and affordable housing to achieve the decent homes standard, tackle homelessness and supply key worker housing.

CP 7: Protection of children: better safeguarding and joined up services for children at risk.

CP 8: Caring for adults and older people: working with health services to support older people and adults in need of care.

CP 9: Active, healthy citizens: leisure, sporting, learning and creative activities for everyone.

CP 10: Inspiring efficiency, effectiveness and equity: ensuring efficiency and equity in the delivery of excellent services to meet the needs of the community.
Appendix E – Criteria for selecting topics

The Centre for Public Scrutiny (CfPS) has developed a useful set of questions to help committees prioritise items for scrutiny work programmes:

General questions to be asked at the outset

- is there a clear objective for scrutinising this topic – what do we hope to achieve?
- does the topic have a potential impact for one or more section(s) of the population?
- is the issue strategic and significant?
- is there evidence to support the need for scrutiny?
- what are the likely benefits to the council and its customers?
- are you likely to achieve a desired outcome?
- what are the potential risks?
- are there adequate resources available to carry out the scrutiny well?
- is the scrutiny activity timely?

Sources of topics

The CfPS also suggest that ideas for topics might derive from three main sources: the public interest; council priorities; and external factors. These are described below.

Public interest
- issue identified by members through surgeries, casework and other contact with constituents
- user dissatisfaction with service (e.g. complaints)
- market surveys/citizens panels
- issue covered in media

Internal council priority
- Council corporate priority area
- high level of budgetary commitment to the service/policy area (as percentage of total expenditure)
- pattern of budgetary overspend
- poorly performing service (evidence from performance indicators/benchmarking).

External Factors
- Priority area for central government
- new government guidance or legislation
- issues raised by External Audit Management Letters/External Audit Reports.
- key reports or new evidence provided by external organisations on key issue.

Criteria to reject items

Finally, the CfPS suggest some criteria for rejecting items:

- issue being examined elsewhere - e.g. by the Cabinet, working group, officer group, external body
- issue dealt with less than two years ago
- new legislation or guidance expected within the next year
- no scope for scrutiny to add value/ make a difference
- the objective cannot be achieved in the specified timescale.